

Request for Applications

STATE OF NEVADA

2014 – 2015 STOP/SASP
VIOLENCE AGAINST WOMEN
GRANT PROGRAMS

INSTRUCTIONAL MATERIALS FOR FILING AN
APPLICATION FOR STOP AND SASP PROGRAM
FUNDS UNDER THE VIOLENCE AGAINST WOMEN ACT

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Letter of Intent to Apply is due October 16, 2015
FINAL DATE FOR APPLICATION SUBMISSION
October 23, 2015 at 5:00 pm

GENERAL INFORMATION

This solicitation provides program and streamlined application guidelines to request the Federal Fiscal Year 2014 and 2015 Services♦Training♦Officers♦Prosecutors Violence Against Women Formula Grant Program (STOP), and the Sexual Assault Services Provider Formula Grant Program (SASP) sub-grants. This year's application process is being revised to coordinate project periods between the Nevada Division of Child and Family Services (DCFS), state administering agency for the Victim of Crime Act (VOCA) formula grant, and the Nevada Office of the Attorney General (OAG), state administering agency for Violence Against Women Act (VAWA) STOP and SASP formula grants. The purpose of aligning VOCA and VAWA grant funds is to develop more coordinated program development and administrative oversight of both funding streams to ensure equitable funding for a broader coordinated community response to intimate partner violence, dating violence, sexual violence, stalking, physical, emotional and sexual violence against children.

Applicants will apply for funding for a project period of January 1, 2016 – June 30, 2016. In jurisdictions with a population over 100,000, it is unlikely that individual project awards will exceed \$35,000 for this 6-month grant period. In jurisdictions with a population of less than 100,000, it is unlikely that project awards will exceed \$20,000 for this 6-month grant period.

A competitive solicitation for funding for project periods of July 1, 2016 – June 30, 2017 and July 1, 2017 – June 30, 2018 will be released in Spring 2016, to align with the VOCA award period. At that time, caps will return to \$70,000 for jurisdictions with a population over 100,000 and \$40,000 for jurisdictions with a population less than 100,000. Funding is contingent on the amount of the Federal award, sub-grantee compliance and the prior year's results. The OAG reserves the right to coordinate VAWA funding for victim services with VOCA funding originating from substantial increase of VOCA formula funds.

The STOP Program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat the crimes of intimate partner or domestic violence, dating violence, sexual assault and stalking. This program further encourages partnerships among police, prosecutors, the judiciary, victim advocates and service providers, health care providers, faith leaders, and others to help provide Nevada's victims and their families with the protection and services they need to pursue safe and healthy lives within their communities and to hold their offenders accountable for the harm they've done. The SASP Program is limited to nonprofit, nongovernmental providers of direct services specific to all victims of sexual violence.

In this solicitation, VAWA sub-grants will be competitively distributed, within those preferential parameters, on a geographic basis. This includes urban and rural areas of various sizes and populations. The STOP and SASP Formula Grant Programs are authorized and funded under the federal Violence Against Women Act (VAWA) most recently reauthorized in 2013. Underserved and culturally specific populations, whether based on geography or other definable standards, do receive preferential funding under VAWA. States are also allowed to determine their funding preferences within the federal purpose areas.

STOP will provide funds to Indian Tribal governments, units of local government, and nonprofit, nongovernmental victim services programs, including those of faith-based and community organizations. As the agency designated to oversee the distribution of STOP Program funds, the OAG will accept applications for proposed grant-funded activities meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective,

victim-centered initiatives and responses, and advocacy programs designed to increase the effectiveness and efficiency for the delivery of services for VAWA-eligible crimes. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, STOP mandates that services to similarly situated male victims in need must be provided under this program. STOP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation or gender identification. The STOP Program does limit response and services to "primary victims," aged 11 years and above, of domestic, sexual and dating violence, and stalking offenses. Children 10 years and under may only be treated as "secondary victims" with an inextricable link to a primary recipient of services.

SASP is authorized under the Violence Against Women Act, and is the primary funding stream dedicated to the provision of direct intervention and related assistance for victims of sexual assault. As outlined in VAWA, the purpose of the SASP Formula Program is to assist states and territories in providing "intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of such victims, and those collaterally affected by the victimization, except for the perpetrator of such victimization." SASP sub-grants will be competitively awarded to provide direct victim services, including urban and rural areas of various sizes, populations and service availability. As the agency designated to oversee the distribution of SASP program funds, the OAG will accept applications from service providers for proposed grant-funded activities. SASP funds will be awarded to programs meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and advocacy programs designed to increase the effectiveness and efficiency of the delivery of services to victims of sexual assault. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, SASP maintains that services to similarly situated male victims in need may be provided under this program. SASP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, marital status, sexual orientation or gender identification.

Please note: Applicants do not need to specify whether they are requesting STOP or SASP funding. This will be determined during the administrative review process to ensure efficient utilization of all available grant funds. A successful application is not a guarantee you will receive all or partial funding for the program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles.

LETTER OF INTENT TO APPLY – Attachment A: October 16, 2015 by 5:00pm. Email to Debbie Tanaka at dtanaka@ag.nv.gov

APPLICATION DEADLINE: **October 23, 2015 by 5:00 PM – NO EXCEPTIONS** – Email to Liz Greb at egreb@ag.nv.gov

FUNDING PERIOD: January 1, 2016–June 30, 2016 (All continuation funding remaining after December 2015 Monthly Financial Report reimbursement claims will be swept back to OAG for reallocation.)

TECHNICAL ASSISTANCE: Applicants may contact Debbie Tanaka at dtanaka@ag.nv.gov for technical assistance or if applicants would like a PowerPoint presentation for this solicitation.

APPLICANT ELIGIBILITY

To be eligible for a sub-grant from these funds, an applicant must:

- A. Provide services that fall within the federal purpose areas as described below. A 25 percent match requirement on the total award costs will be imposed on all sub-grantees, except for tribal or non-profit, community-based organizations funded under the SASP Program and/or the Victim Services or Discretionary funding categories of the STOP Program.
- B. Ensure that any federal funds awarded through this program will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded through this program.
- C. Be a public agency, tribal government or nonprofit organization incorporated and qualified to do business in Nevada.
- D. Possess or obtain a DUNS Number and current SAM registration prior to receiving any funds.
- E. Be governed in a manner which reflects awareness of the racial, ethnic, economic, and social composition of the county or counties to be served and includes individuals who are knowledgeable in the focus area of this project.
- F. Require its employees and volunteers to maintain the confidentiality of any information that would identify persons receiving services; any release of identifying information must be with prior voluntary written consent of the victim.
- G. Provide its services without any discrimination on the basis of person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, marital status, sexual orientation or gender identification.
- H. Comply with the provisions of the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity guidelines of the Office on Civil Rights.
- I. Agree to comply with provisions governing VOCA grant funds, including match requirements, and VOCA program and fiscal reporting, should the OAG successfully compete for such funding to provide direct services and administrative oversight of such funding.

NOTE: STOP funds may not be used to support services that focus exclusively on children (those age 10 and under) or to develop sexual assault or domestic violence prevention curricula for schools. The term "dating violence" was added to the federal purposes areas in fiscal year 2000 and allows for some services to teen victims of dating violence. For example, this grant could support a project that would provide for distribution of *information* and *education* to university, high school and middle school students on the availability of community resources to assist victims facing a dating violence situation.

Additionally, services such as peer support groups and advocacy targeting teen victims of dating violence are allowable. However, *prevention* programs will not be funded at this time. Direct services provided to children supported with STOP funds must show an inextricable link - and be the direct result of - providing services for an adult victim. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children.

SASP has a broader victim service mission and can cover some services that fall out of the scope of STOP funding, such as services to all children.

FEDERAL PROGRAM PURPOSE AREAS FOR STOP FUNDS

Funds under the STOP Program **must** be used for one or more of the following statutory purpose areas:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, **including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a))**;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, **as well as the appropriate treatment of victims**;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, **classifying**, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
5. Developing, enlarging, or strengthening victim services **and legal assistance** programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, or sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - A. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including **the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases**;
 - B. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - C. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - D. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - A. The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - B. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - C. The development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.

FEDERAL PROGRAM PURPOSE AREAS FOR SASP FUNDS

Funds under the SASP Program **must** be used for one or more of the following statutory purpose areas and Technical Assistance is mandatory for all recipients:

1. Initiatives and programs to support the establishment, maintenance, and expansion of community based (nonprofit and nongovernmental, including faith based, Tribal nonprofit, and other culturally specific nonprofit) rape crisis centers;
2. Programs and projects to assist primary victims of sexual assault, including children and adult victims of child sexual assault within community based organizations that are not specifically limited to providing sexual assault victim services, including dual service and culturally specific organizations:
 - A. Competitive preference will be given to dual programs currently screening for sexual assault and providing appropriate services in addition to meeting their core services;
3. Direct intervention and related assistance which may include:
 - A. 24-hour hotline services providing crisis intervention services and referral;
 - B. Accompaniment and advocacy thorough medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
 - C. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
 - D. Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
 - E. Development and distribution of materials on issues related to the services described in the previous bullets.

STATE PRIORITIES

In shaping their strategies, applicants are encouraged to develop and support projects that:

1. **Create, expand, or support local or regional collaborative responses to victims of domestic, dating and sexual violence, and stalking to more effectively utilize grant funding (i.e. developing SANE/SART teams, dual services, multi-disciplinary teams);**
2. Support and retain core services for victims of sexual and domestic violence, particularly support for rape crisis centers and shelters;
3. Increase support for sexual assault, including services, law enforcement response and prosecution.
4. Support advocacy for victims of VAWA-eligible crimes (community-based and/or system-based);
5. Serve areas showing the greatest need based on the availability of existing domestic violence and sexual assault programs in the population and geographic area to be served;
6. Address the needs of underserved populations, particularly communities of color, and including victims who may be elderly or disabled, as well as victims who are isolated for reasons such as homelessness, sexual orientation, gender identification, substance use, mental health issues, and human trafficking:
 - A. Trafficking for purposes of VAWA funding includes foreign and domestic victims of commercial sexual exploitation and forced marriage, but not general labor trafficking.
7. Provide basic and advanced training to law enforcement and courts (governmental and Tribal), prosecutors, victim service providers (including cross-disciplinary training with system-based advocates and other criminal justice professionals, expert witness training);
8. Provide competent, culturally specific services beyond bilingual advocacy;
9. Developing data collection and analysis projects to better document criminal justice and victim services performance and statistics relating to domestic, dating and sexual violence, and stalking, to better gauge the effectiveness of and improve the local, regional and state response to these crimes; and

COLLABORATIVE PROJECTS

The OAG requires all applicants of this solicitation to develop collaborative projects with a focus on providing broad, non-duplicative and cost effective services across law enforcement, prosecution, court responses, and community based services. This does not limit the number of agencies providing such services as long as there is sufficient documented need; however, collaboration to enhance and expand upon existing services is strongly encouraged.

A current and project specific Memorandum of Understanding, including all partnering agencies, whether funded or not, is required to be developed and executed by March 31, 2016. The OAG will actively assist in this process.

REPORTING AND DOCUMENTATION

Successful applicants will be required to supply information on their funded projects, most of which is mandated by the federal guidelines, including the following:

1. Annual Progress Report: All grantees will be required to gather statistical information pertaining to their funded project which must be provided to the grant administrator at the conclusion of each calendar year, using the mandated form provided by the Office on Violence Against Women. If VOCA funding becomes available and applicable, then grantees must be prepared to comply with quarterly reporting requirements as mandated by the Office for Victims of Crime.
2. Semi-Annual Status Report: All VAWA sub-grantees will be required to submit a semi-annual narrative report on their project progress to the grant administrator describing the status of their project as it relates to the goals outlined in their proposal and list training completed by grant funded staff.
3. Monthly Financial Reports: All grantees are required to complete monthly financial reports (provided upon approval of award) together with supporting backup documentation clearly identifying expenses for which reimbursement is requested as well as any expenses and/or in-kind services being provided as match for an award.
4. Site Visits: Grantees may be subject to site visits by the STOP Administrator or their designee. The grantees should be prepared to make any programmatic and/or financial information available during a site visit. Although efforts to meet with all sub-grantees will be made during the funded period, at least 25% of sub-grantees will definitely be selected during the funding period. Sub-grantees may request site visits to provide technical assistance or to highlight a promising program.

APPLICATION REVIEW PROCESS

All applications will be subject to an initial eligibility review by OAG Grants Unit staff, followed by a limited objective review consisting of DCFS and OAG managers and staff and independent, non-applicant, community reviewers. Applications will be scored according to the criteria set forth in this solicitation. If the application fails to meet the criteria listed below during the initial review by AG staff, the application may not receive further consideration. Criteria for the initial review include:

- Whether the application is complete and uses appropriate formatting.
- Whether the proposed activities are within the scope of the program, including federal purpose areas and state priorities.
 - Prevention projects are not specifically allowed under STOP/SASP Formula Grant Programs; however, up to 5% of STOP funds may be used for prevention activities.
 - Please contact OAG Grants Unit Staff if possible prevention activities will be included within an application to determine eligibility.
- Whether all statutory eligibility criteria are met.

- Whether the proposed budget is within the established limits.
- Whether the application proposes significant activities that may compromise victim safety. Activities that may compromise victim safety include:
 - Policies and/or Procedures that deny individuals access to services based on their existing or future relationship to the perpetrator;
 - Developing materials that are not tailored to the dynamics of domestic and dating violence, sexual assault, stalking, and/or the culturally specific population to be served as informed by the current federal interpretations of VAWA;
 - Sharing confidential victim information with outside organizations and/or individuals without the documented and time limited consent of the victim;
 - Policies and/or Procedures that would penalize victims of VAWA related crimes for failure to testify against their alleged perpetrator or impose other sanctions on them. ***Rather, policies and procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged;***
 - Policy and/or Procedures that require victims of sexual assault to cooperate with law enforcement and/or prosecutors in order to receive a forensic exam without direct cost to them;
 - Requiring victims to report sexual assault, stalking, or domestic and dating violence crimes to law enforcement or forcing victims to participate in criminal proceedings, counseling, drug treatment or other mandated activities in order to receive VAWA funded services;
 - Policy and/or Procedures that would encourage dual arrests and mutual restraining orders;
 - Policy and/or Procedures that fail to use accepted best practices in determining predominant aggressor.
 - Policy and/or procedures that requires the victim to pay preparation and/or service delivery fees for orders of protection;
 - Policy and/or Procedures that would require a victim to participate in forensic lie detection or other truth telling device tests;
 - Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
 - Offering perpetrators the option of entering pre-trial diversion programs;
 - Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
 - Placement of batterers in anger management or substance abuse programs in lieu of batterer intervention programs.

The OAG staff will follow up as necessary with the applicants recommended for funding to address any specific issues identified by the review panel. Adjustment of budgets and goals may be required at that time. Based on the panel recommendations and staff analysis of the applications, the Attorney General will make final funding decisions **with all award decisions being final – there will be no appeals process.**

SELECTION CRITERIA

All applications for funding will be primarily rated on the basis of the criteria set forth below:

- The degree to which the proposed project falls within the federal purpose areas and addresses state priorities.
- The degree of community collaboration proposed to meet the needs of victims in the service area.
- How well the applicant identifies a clear need within the community and proposes a project to address that need.
- The extent to which the proposed project complements or enhances existing services while avoiding duplication of efforts.
- The degree to which the proposed budget clearly and concisely links the expenses to the planned program.
- Whether the applicant has demonstrated an ability to meet the reporting guidelines of the Violence Against Women Act and/or the Victims of Crime Act funding.

HOW TO APPLY

You must submit electronically no later than 5:00 pm on October 23, 2015 to Liz Greb at egreb@ag.nv.gov. There are no exceptions to this requirement; however, if documented technical issues arise, please contact Liz Greb at 684-1148, Debbie Tanaka at 684-1110 or Shelly Calvert at 684-1119 no later than 5:00pm on Friday, October 23, 2015.

APPLICATION INSTRUCTIONS

This Request for Applications provides the necessary forms, instructions and general information essential for an eligible agency to apply for grant funds.

Important: Please ensure your application meets the following formatting criteria.

- ◆ Must use the application forms provided.
- ◆ Parts 1 through 3 must not exceed mandated page limits.
- ◆ Application should be printed on standard 8-1/2" x 11" white paper and typed in a 12-point font with 1" margins.
- ◆ No single spacing, may use either 1.5 or double spacing.
- ◆ Narrative answers should show paragraph separations with 1/2" indent.
- ◆ The **Title Page** should appear as the cover sheet of your proposal.
- ◆ **All** pages must be numbered.
- ◆ Clearly identify which section/question you are answering. Answer **all** questions.

Application Content Checklist - A complete grant application **must** include the following:

Part 1 TITLE PAGE

Part 2 ABSTRACT

Part 3 PROJECT NARRATIVE

- Statement of Need
- What Will Be Done
- Collaborative Process
- Evaluation Plan
- Sustainability Plan
- Performance

Part 4 BUDGET DETAIL

- Use Attached Excel Budget form*. Please be thorough in narrative detail sections. Budget must accurately and reasonably reflect funding required within Project Narrative.

Part 5 ATTACHMENTS

- A. Letter of Intent
- B. Certifications and Assurances;
 - 1. STOP Certification
 - 2. Confidentiality Acknowledgement
 - 3. Standard Certifications
 - 4. Standard Assurances
- C. Certification of Non-Discrimination;
- D. Letter of Collaboration, if applicable (for law enforcement, prosecution or court applicants);
- E. Letter Regarding Supplanting;
- F. IRS determination letter of non-profit status 501(c)(3), if applicable;
- G. Confidentiality Policy;
- H. List of Board of Directors with contact information or Organizational Chart;
- I. Funding Map

*Part 4 Budget

**NEVADA OFFICE OF THE ATTORNEY GENERAL
2014-2015 STOP/SASP Program Sub-Grant Application**

Part 1 - TITLE PAGE

Agency : _____
(Enter the full legal name of the applicant.)

Project Title: _____
(Enter a brief, descriptive title, e.g. Law Enforcement Training: Sexual Assault Investigations.)

Project Jurisdiction: _____
(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)

Service Area: (check all applicable)

- ☐ Urban/Suburban
☐ Rural/Frontier
☐ Northern Nevada

State Priorities: (Check all applicable)

- ☐ Local/regional collaborative approaches
☐ Core victim services (Crisis Intervention/Referral/Shelter)
☐ Advocacy (community-based, system-based)
☐ Area with limited availability of services
☐ Training (law enforcement, prosecutors, victim services, courts)
☐ Linguistically/Culturally Underserved Populations
☐ Data Collection project

Federal Purpose Areas

STOP Number(s) # _____

SASP Number(s)# _____

(Include all applicable Purpose Areas being addressed in this application)

Source of Funds	Totals	*Describe Match Type/Source, if any
Grant Funds	\$	<i>(Example: In-kind: volunteer hours)</i>
Match Funds*	\$	
TOTAL PROJECT BUDGET (all funds)	\$	

Contact Info	Project Director	Fiscal Officer <i>(must be different than Project Director)</i>
Name		
Title/Position		
Mailing Address		
City, State & Zip		
Telephone		
Fax		
E-Mail		
DUNS		SAM Expiration Date:
Signature/Date	X:	X:

Part 2 – ABSTRACT (½ page limit)

The function of the abstract is to describe, in an abbreviated manner, every major aspect of the proposed project and provide reviewers a snapshot of your project. The abstract is a concise summary of your proposed project, generally written after the entire narrative has been completed, describing the goals, proposed actions used to meet those goals, as well as the expected results.

Part 3 - PROJECT NARRATIVE

Statement of Need:

- A. What is the problem to be addressed by this project and how will project funding help alleviate the problem? (½ page limit)
- B. Are other agencies addressing the problem? If so, identify each one and provide a brief description on how this project differs, and/or how it complements each existing program. (1 page limit)
- C. How would this project enhance the services currently provided by your program? (1 page limit)
- D. Who is your target population? Include current specific community demographic data to support this requirement. (½ page limit)

What Will Be Done: *(Applicant should outline how this funding will specifically allow them to meet the needs identified above when responding to this section.)*

Please provide a narrative statement (2 page limit) linking this proposal to the community needs identified in the previous section. Provide a clear picture of how this collaborative project will roll out in your community.

- Clearly describe goals that illustrate where you hope to be at the end of this granting cycle.
- Outline the specific objectives/tasks to accomplish this.
- Who will be responsible to complete each task?
- Include a completion date for each objective identified.
- Use the table below to summarize your goals and objectives.

Evaluation Plan:

Applicants must describe how project goals will be evaluated. How will you measure success? How will you know when a goal has been reached? How will you ensure accountability among all partners? Describe milestones along the way that will indicate success in meeting each goal. Make sure you address EVERY goal. Please use the following table to outline your evaluation plan (1 page limit).

Estimated Number of Clients/Services

If applicable, applicants must identify the estimated number of clients/services for each goal/objective. Please be sure to only include the numbers of clients/services that will be funded out of the STOP/SASP award, if successful.

Goal	Objective	Method of Measurement	Estimated Number of Services/Clients (if applicable)	Responsible Party & Completion Date
<i>Example: Increase counseling services for non-residential clients.</i>	<i>Example: Provide monthly counseling services for non-residential clients.</i>	<i>Example: Establish baseline non-residential client count from last year and develop a database to track non-residential counseling services.</i>	<i>Example: 12 counseling sessions for 20 non-residential clients</i>	<i>Example: Therapist 6/30/16</i>

Collaborative Process: Please provide details (1 page limit) of your active and documentable collaboration process. Describe all partners and their role in the project. Outline collaborations using the following table.

Agency Name	Contact Name and Phone #	Describe Collaboration/Roles

Memorandum of Understanding (MOU):

A fully executed current and project specific MOU will be required by March 31, 2016. The statutory guidelines under the Violence Against Women Act of 2005 now mandates “documentation showing that tribal, territorial, state or local prosecution, law enforcement, and courts have consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.” The Memorandum of Understanding (MOU) will satisfy this federal mandate; however, all applications from law enforcement, prosecution or courts must include a detailed Letter of Collaboration/Support on official letterhead from a regional, community-based provider of germane victim services with their application.

Sustainability Plan:

STOP/SASP grants are intended as seed monies. No guarantees are made for future funding. Sustainability is the capacity of programs to continue to respond to the identified needs post-STOP/SASP. Discuss your agency’s commitment and capacity for project continuation beyond the funding period. Key factors might include: effective collaboration, understanding the community, demonstrating program results, strategic funding. (½ page limit)

Performance:

If you are a **past recipient** of STOP or SASP funding, discuss major accomplishments achieved with this funding. Demonstrate how you were responsible stewards of these grant funds. If you are a **new applicant** and have not been a past recipient of these funds, discuss your agency's capacity to administer these grant funds. (½ page limit)

Part 4 - BUDGET DETAIL

Each applicant must include a detailed budget and descriptive budget narrative for the project period, utilizing the format included (Attachment Part 4 Budget). Include:

- a) Amount of grant funding requested from STOP/SASP 2014-2015 Programs with a line item breakdown of expenses.
- b) Amount and source of match with line item breakdown of expenses.

“Part 4 Budget” Excel Form is attached. This form MUST be used.

Budget Narrative: All applicants must complete narrative sections of the budget form explaining the amounts of funding requested in the budget detail as well as a brief explanation for the expense that ties it to the project/proposal narrative. A narrative explanation is required for matching funds as well. Please note that any unused funds are not automatically carried forward from one year to the next. Applicants must create a budget that can be expended in full during this funding cycle.

Grant funds must be spent only on allowable expenses: In general, STOP and SASP grants may support personnel (including standard fringe benefits), training, technical assistance, data collection, and/or equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women and to provide or improve services for victims. Due to the competitive nature of this grant program, federal funds will only be provided for direct costs related to a qualifying project. **Please Note: Cash, Gift Cards and Vouchers or similar cash equivalents will not be funded. Indirect costs will not be funded, nor will the waiver of such costs be allowed to fulfill the project match requirement.**

Limitations On Funding: In jurisdictions with a population over 100,000, it is unlikely that individual project awards will exceed \$35,000 for this 6 month grant period. In jurisdictions with a population of less than 100,000, it is unlikely that project awards will exceed \$20,000 for this 6 month grant period. **The OAG has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

*Match Requirements: A 25 percent matching requirement will be imposed on all sub-grantees, except for non-profit, community-based organizations funded under the VAWA Victim Services or Discretionary funding categories. Exempt organizations may provide match on a voluntary basis.

Non-profit, victim services organization applying for a project in the VAWA law enforcement, prosecution, courts, or discretionary categories must provide a 25% match. Cash and/or in-kind services may be used as match.

All matching funds will be restricted to the same uses as VAWA and must be expended within the grant period. All sub-grantees must submit, together with their monthly financial reports, documentation that identifies how match is to be applied and the source of all matching contributions. All volunteered match, is gratefully appreciated; however, if “volunteered” match is included within the budget, it becomes part of the official application and is no longer considered a voluntary contribution.

Match cannot be derived from other federal sources. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Due to the competitive nature of this grant program, indirect costs will not be considered for funding and, therefore, cannot be used as match.

Additional Information: All sub-grants resulting from this solicitation are governed by the provisions of the government-wide Super Circular (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

Part 5 – REQUIRED FORMS (all forms other than those specific to your agency can be found in the attachments to this package)

ATTACHMENTS

- A. Letter of Intent
- B. Certifications and Assurances;
 - 1. STOP Certification
 - 2. Confidentiality Acknowledgement
 - 3. Standard Certifications
 - 4. Standard Assurances
- C. Certification of Non-Discrimination;
- D. Letter of Collaboration, if applicable (for law enforcement, prosecution or court applicants);
- E. Letter Regarding Supplanting;
- F. IRS determination letter of non-profit status 501(c)(3), if applicable;
- G. Confidentiality Policy;
- H. List of Board of Directors with contact information or Organizational Chart;
- I. Funding Map
- J. Part 4 Budget

Attachment A

LETTER OF INTENT TO APPLY

**2014-2015 STOP Violence Against Women Grant Program
2014-2015
SASP Grant Program
Solicitation
Letter of Intent to Submit Application**

We would like to inform the Grants Unit at the Office of the Attorney General that we intend to apply for funding from the 2014-2015 STOP/SASP Grant for the period covering January 1, 2016 until June 30, 2016.

Name of Agency _____

Address _____

Contact Person _____

Telephone _____

Email _____

Possible Project Partners

Estimated Funding Amount Needed _____

Please email this to Debbie Tanaka by Wednesday, October 16, 2015, 5:00 pm at dtanaka@ag.nv.gov

Attachment B

See attached PDF files, print, complete and have signed by agency's authorized representative, scan and attach executed copies with application:

STOP Certification
Confidentiality Acknowledgement
Standard Certifications
Standard Assurances

Attachment C

STOP/SASP 2014-2015 PROGRAM GRANT CERTIFICATION OF NON-DISCRIMINATION

Please submit this completed page as part of your application.

The State of Nevada will not provide support to organizations that in their constitution or practice discriminate against a person or group on the basis of age, gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation, or gender identification.

STATEMENT OF APPROVAL

The undersigned affirms that the responsible governing body approved this request on _____ (date) and is aware of and concurs with the foregoing information. Further, if the proposed grant is awarded, the undersigned agrees to use the funds only for the purpose granted and to provide any reports or information that may be requested by the Nevada Office of the Attorney General.

Additionally, the undersigned affirms that the governing body of this agency has read and understands the nondiscrimination policy. Furthermore, the undersigned declares that this organization, operating in accord with said policy, does not discriminate against any person or group and will ensure that the Project Director and/or funded program staff will view or read the OCR training found at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Signature: _____

Name: _____
(Please type/print name)

Title: _____

Organization: _____

Date: _____

Attachment D

LETTER OF COLLABORATION, IF APPLICABLE
(For law enforcement, prosecution or court applicants)

Attachment E

SAMPLE

LETTER REGARDING SUPPLANTING

[Applicant Letterhead]

[date]

Adam Paul Laxalt
Nevada Attorney General
100 North Carson Street
Carson City, Nevada 89701

Dear General Laxalt:

[Applicant] certifies that any funds awarded through the 2014-2015 STOP/SASP Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the same purpose. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

Attachment F

Insert your agency's IRS determination letter of non-profit status 501 (c)(3) here, if applicable.

Attachment G

Insert your agency's confidentiality policy here. This policy must be VAWA-responsive. **Non-VAWA responsive confidentiality policies may prevent funding.**

Components of a VAWA-responsive policy: Personally identifying information must not be disclosed to any third party without specific written and informed consent from the victim. This identifying information includes: name, address, social security number, date of birth, driver's license number, passport number, student identification number- any information that is likely to disclose a victim's identity, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. Releases of information, signed by the victim, must include a description of exactly what information will be disclosed and to whom, purpose of disclosure, and timeframe of permission to disclose.

VAWA Section 3: Confidentiality Provision

“(B) NONDISCLOSURE.—Subject to subparagraphs (C) and (D), grantees and subgrantees shall not — (i) disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees’ and subgrantees’ programs; or (ii) reveal individual client information without the informed, written, reasonably time-limited consent of the person

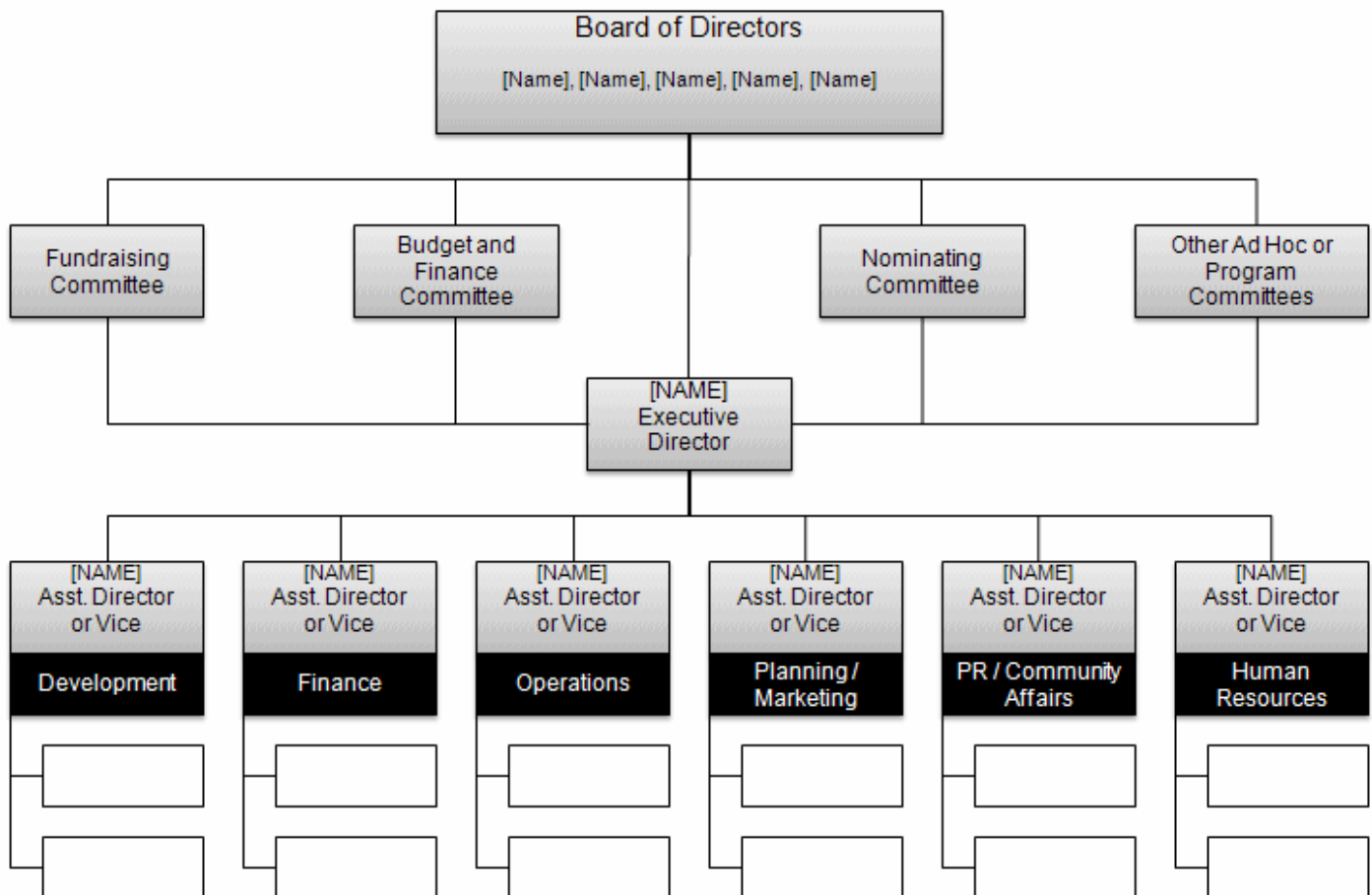
... (D) INFORMATION SHARING.—Grantees and subgrantees may share— (i) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;”

Attachment H

Insert your list of Board of Directors *with* contact information OR Organizational Chart here. Also indicate the business/financial/community sector that each member represents.

Example:

Nonprofit Organizational Chart



Attachment I

Complete Funding Map with all relevant agency or governmental unit funding, not just project funding.

Example:

Budget Year 2016

Budget	Account							
	GL 3580	GL 3581	GL 3586	GL 3587	GL 3589	PENDING	GL 4757	
Revenue Sources	STOP GRANT	GTEAP GRANT	SASP GRANT	RURAL GRANT	SMART GRANT	SAKI GRANT	TRANS FROM DPS JUSTICE ASSIST/DE C	TOTAL
Expenditure Categories	2,457,321	204,749	436,858	200,323	200,000	1,983,533	90,000	5,572,784
01 - Personnel	73,000	168,091		129,605	18,828	193,241	73,568	656,333
04 - Operating	583	-	-	-	-		-	583
15 - Arrest Policies	-	36,658	-	-	-		-	36,658
16 - Rural Grants	-	-	-	70,718	-		-	70,718
18 - STOP Grant	2,372,178	-	-	-	-		-	2,372,178
21 - Sexual Assault	-	-	436,858	-	-		-	436,858
Pending -SAKI Grant.	-	-	-	-	-	1,790,292	-	1,790,292
26 - Info Services	3,038	-	-	-	-		-	3,038
27 - Drug Endang.	-	-	-	-	-		16,432	16,432
29 - SMART Grant					181,172			181,172
87 - Purchasing	203	-	-	-	-		-	203
88 - SWAS	8,319	-	-	-	-		-	8319
Total Expenditures	2,457,321	204,749	436,858	200,323	200,000	1,983,533	90,000	5,572,784

Excel Fund Map Form attached.